

JOB OPPORTUNITY

POSTING DATE

MASSACHUSETTS TRIAL COURT JOB DESCRIPTION AND QUALIFICATIONS FOR ASSISTANT BUILDING SYSTEMS MANAGER

All applications must be received by :

POSITION SUMMARY:

The Assistant Building Manager shall report to and receive assignments from the Building Systems Manager. In the absence of the Building Systems Manager, the Assistant shall be prepared to assume the role, including all of the responsibilities assigned thereto, of the Building Systems Manager.

MAJOR DUTIES:

- The Assistant Building Manager shall tour all parts of the building daily, and shall report the performance(s) of the building systems to the Building Systems Manager in this process the Assistant Building Systems Manager shall maintain a daily checklist of observations and or comments received, this daily report shall then become a part of a log maintained by the “Assistant”
- The Assistant Building Systems Manager shall be responsible for scheduling all vendor related routine maintenance on all of the several parts of the elevator/escalator, electrical, plumbing, fire alarm/suppression system and standby generators and shall maintain a log of all scheduled services, the results, the repairs made, all the tests conducted and any comments/suggestions resulting from maintenance review.
- The Assistant Building Systems Manager shall be computer literate
- The Assistant Building Systems Manager shall be responsible for maintaining a schedule of all of the building keys and or keying system and shall be responsible for supplying duplicate keys to authorized personnel
- The Assistant Building Systems Manager shall be responsible for scheduling all training for building systems parts
- The Assistant Building Systems Manager shall be versed in the performance/operation of the fire alarm control panel

SUPERVISION RECEIVED:

General direction is received from the Building Systems Manager in performing duties in accordance with established guidelines

SUPERVISION EXERCISED:

Supervises the work of professional/technical staff for the Court Facilities Bureau

POSITION REQUIREMENTS:

- The Assistant Building Systems Manager shall possess no less than 3 years as a building systems maintenance technician and shall possess a licence as a journeyman electrician
- Department of Public Safety Construction Supervisor license preferred
- Department of public Safety Refrigeration Technician license preferred
- Knowledge of building materials and their use in the maintenance/repair and operation of large buildings.
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- Experience in interpreting blueprints and plans, estimating costs for renovations, maintenance/repair of facility systems and supervising skilled technical staff at multiple work sites.
- Working knowledge of automated energy management systems and Direct Digital control systems.

SALARY RANGE:

Beginning at: **\$43,519.16 with annual increases to \$55,387.99**

Completed Applications for Employment (Rev 7/98) should be forwarded to:

**Suffolk County Courthouse
Court Facilities Bureau
3 Pemberton Square, Room 210
Boston, MA 02108
Att.: Maureen Lyons**

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER